

California Arts Council (CAC) 2003-04 Grant Agreement Terms and Requirements

Appendix A: Reporting Requirements

Following completion of the activities supported by this grant and no later than 30 days after the end of the grant period, grantee shall submit:

- (1) *California Arts Council/NEA Grants Activity Survey*—a copy of which was included in the grant materials received from the CAC;
- (2) A 10% Invoice Form; and
- (3) A final report that includes responses to the following questions.
 - a. Please describe the project/activities supported by the grant.
 - b. Describe how CAC funding supported your organization's ability to serve the public.
 - c. What was the direct impact of CAC funding on the public?
 - d. What problems, if any, arose and how were they addressed?
 - e. Have there been unexpected outcomes?
 - f. What do you think were the most important accomplishments and lessons learned through this project/activity?
 - g. Describe factors or circumstances (positive or negative) within your organization's environment that affected progress toward achieving the goals of the project/activities supported by this grant.
 - h. Will you continue the efforts begun by this project/activity? If so, how and in what form?
 - i. Attach to the final report any appendices that will help to clarify information contained in the report.